



City of Minneapolis CAREER OPPORTUNITIES BULLETIN WEEK of April 8, 2013

Minneapolis is a dynamic, scenic, high-energy city that offers something for everyone. Join us and you'll discover a diverse, inclusive, and rewarding work environment.

We are currently accepting applications for the following positions. Apply online at www.minneapolismn.gov/jobs. Further information can be obtained at the Human Resources Department, 250 South 4th Street, Room 100, Minneapolis, MN 55415-1339. Office hours Monday – Friday, 8:00 AM – 4:30 pm. Telephone (612)673-2282 TTY (612)673-2157

OPEN POSITIONS

Accountant II – Exam #21106 Annual Salary: \$51,886.00 up to \$71,714.00

The City of Minneapolis seeks an experienced Accountant. The position will be responsible for all aspects of sub-recipient monitoring in compliance with federal regulations and for all aspects of the accounting function, including financial reporting on a monthly/quarterly/yearly basis; preparation and analysis of annual financial statements (balance sheet, income statement and cash flows), development and preparation of cost accounting reports including maintaining accounting records for projects; budget preparation and analysis; account reconciliation, closing and adjusting entries for accounts; maintaining internal controls. **Qualifications:** **Education:** Bachelor's Degree in Accounting, Business Administration, Finance or a closely related field. **Experience:** Two (2) years of professional-level accounting experience which has included preparing financial statements and financial reports, developing and monitoring budgets, monitoring grant expenditures and reimbursements, or general ledger, cost, or fund accounting. **Applications accepted through Friday, April 19, 2013.**

Accountant II (Supervisory) / Exam #21044 Salary: \$58,624.00 up to \$74,319.00 annually.

The City of Minneapolis is seeking an experienced accountant with supervisory experience. The Account II will be responsible for all aspects of the accounting function, including developing and maintaining Federal and City Accounts, budget assembly and analysis, assisting with financial and business plan development and analysis, closing fiscal month/year-end accounting records, preparing financial statements and reports, and internal audit functions. **Qualifications:** **Education:** Bachelor's Degree with the major in Accounting, Business Administration, Finance, a closely related field or equivalent. **Experience:** Two years professional level accounting experience, which has included preparing financial statements and reports, developing and monitoring budgets, monitoring grant expenditures and reimbursements, general ledger, cost, or fund accounting. Applicants are required to follow the application process outlined in the job announcement as resumes alone will not be accepted. **Amended for applications until a sufficient number of qualified applications are received**

Accounting Manager / Exam #21071 Annual Salary: \$62,740.00 up to \$79,618.00

The City of Minneapolis seeks an experienced Accounting Manager. The Accounting Manager will coordinate, supervise and manage the accounting, budget, and financial reporting activities of the four City utility operations: Solid Waste, Water, Storm water and Sanitary Sewer. **Qualifications:** **Education:** Bachelor's Degree in Accounting, Business Administration, Finance or a closely related field. **Experience:** Three years of experience performing similar duties including at least 2 years of supervisory experience. **Applications accepted through Friday, April 19, 2013.**

Senior Facilities Planner - Exam #21141 Annual Salary: \$71,663.00 up to \$92,165.00

The City of Minneapolis is seeking a Senior Facilities Planner. The Sr. Facilities Planner will oversee the space and asset management including responding to operating departments requests of changes and alterations to their assigned space, developing and updating City standards for space allocation, managing leases, and managing projects. **Qualifications:** **Education:** Bachelor's Degree in Architecture, Interior Design, Facilities Management, or a related field. **Experience:** Five (5) years of experience performing duties described above, including move management, space planning, and project management. An equivalent combination of education and highly related experience in a similar environment may be considered. For a complete job announcement including job duties, requirements and how to apply online please visit www.minneapolismn.gov. **AMENDED CLOSING DATE Applications accepted through Wednesday, April 10, 2013.**

The City of Minneapolis is an Equal Opportunity Employer

CITY EMPLOYEES ONLY

Fire Captain Exam #21152 Bi-Weekly Salary: \$2839.00 up to \$3132.00 Restricted to Fire Department Employees.

The Minneapolis Fire Department is seeking a Fire Captain. This position is the first-level supervisor and is responsible for a fire company in fire prevention, firefighting, emergency medical response, inspection, and other assignments and to perform work in various administrative positions if assigned. **Requirements:** A certified fire fighter or fire motor operator and five years of experience in the Fire Service. **Applications accepted through Friday, April 26, 2013.**

Coordinator Plans & Scheduling – Exam #21153 / Annual Salary \$62, 129 - \$72,891(Promotional City Council Department)

Coordinate planning and scheduling of maintenance, repair, rehabilitation, and operation activities of the sanitary and storm sewer systems for long term staffing and resource planning and allocation. The current vacancy is with the Public Works Surface Water & Sewer Division. **Promotional in City Council Departments** – A Permanent employee (those who have passed probation) of any City Council Department. High School Diploma or equivalent. Two (2) years as a foreman or supervisor in the Sewer Operations Division – **OR** –Six (6) years as a tradesperson in a Sewer Maintenance, Sewer Construction or similar operation – **OR** – A combination of qualifying experience (as noted above) may be considered. Possess, and continue to maintain, a valid driver's license by the date of hire. Currently possess a Class S-A Wastewater Treatment Facility Operator Certificate. Background check. **Applications accepted through April 12, 2013.**

Residential Meter Service Worker - Exam#21149 / Hourly Salary \$17.601-\$23.554(Restricted to Public Works)

To provide one stop customer meter service for residential accounts in the installation, repair and maintenance of Automatic Meter Reader (AMR) systems. High School Diploma or equivalent. Possess and continue to maintain a valid Driver's License. Must have Confined Space Entry Certification Background check. After a conditional job offer, candidates may be required to successfully pass a medical examination which includes a physical. **Applications accepted through April 19th, 2013.**

The career possibilities are endless and personally rewarding. At the end of each day, you can reflect on the lives you have affected by working for a City department. You can take pride in having a part in making Minneapolis a great place to live and do business, while performing work that you love.

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